

AKO Administrator Training

Creating Organizational Sites



Overview

1. What is a site?

- Definition of a site
- Site types

2. How do I create a site?

- Site Wizard - walkthrough

3. How do I manage a site?

- Definition of a channel



Definition: What is a Site?

- A **site** is a set of components: a group, a knowledge center, and a page.
- A **group** can be a contact list, an access control list, or a working group.
- A **knowledge center** is used to store and share documents and images.
- A **page** displays information and links and organizes documents. Pages can be restricted, shared with a group, or open to the public.
- Click on the **Site Map** tab at the top of the page to search and browse Team Sites.

Types of Sites

- Team Site
- Community Site
- Organizational Site

	Organizational Sites	Community Sites	Team Sites
Army Organizations			
<input type="checkbox"/>	 Army Organizations		
<input type="checkbox"/>	 Components		
<input type="checkbox"/>	 MACOMS		
<input type="checkbox"/>	 Special Staff/FOA		
<input type="checkbox"/>	 Army Command		
<input type="checkbox"/>	 Army Service Component Command		
<input type="checkbox"/>	 Direct Reporting Unit		
<input type="checkbox"/>	 DoD Organizations		



Team Sites

Definition

A **Team Site** provides a private space where a small working group of geographically dispersed members can collaborate on projects, share files, post updates, and schedule meetings. Typically, only members can see or search for the information owned by the group.



Team Site Example: BCKS OneStop for Employees

Welcome, Frederick Finch (CAC Session)
My Account | Create a Site | Help | Logout

Home My Workspace Site Map My Favorites Quick Links Self Service

AKO Home > BCKS > BCKS OneStop > BCKS OneStop Home

BCKS OneStop Home (view related content ▾)

Page Administration ▾ Send Feedback Send AKO Link

Welcome to BCKS OneStop

BCKS 1-STOP FOR EMPLOYEES

New Layout Description

BCKS on Sharepoint >>> Options | Edit

Click here to access this web site in a separate browser window.

BCKS Welcome Finch, Frederick L CTR USA ▾ | My Links |

BCKS Home BCKS Search This Site: BCKS Site Actions ▾

View All Site Content

Battle Command Knowledge System - Main Page

Sites

- BCKS Search

Documents

- BCKS Public Library

Lists

- Recycle Bin

The BCKS Internal Use Only Site is just that - for BCKS employees only (including Gov and Mil). Your location is not relevant, only the fact that you work for BCKS. An example would be an offsite Forums employee posting metrics for their Forum in the BCKS Internal Site - Forums Page.

The BCKS External Collaboration Site is designed for collaborating with Non-BCKS personnel. For example, the CAL Working Group will be located in the BCKS External Site in the Working Group Repository.

Announcements

BCKS Cookbook Slides 9/23/2007 9:46 PM
by Reynolds, Daniel L MAJ MIL USA FORSCOM
A folder has been added to BCKS One-Stop containing a "cookbook" of slides for briefings. It is broken up into four parts with different subjects due to size of the files.
This repository will hold the most up to date version of briefing...

WEB Conference Tutorial Available for Use (IBM Sametime) and Evaluation 9/5/2007 6:43 PM
by Reynolds, Daniel L MAJ MIL USA FORSCOM
A tutorial for conducting WEB conferencing using IBM SameTime has been added to the link below. IBM Sametime WEB conferencing is available 24/7 for anyone who has a AKO CAC account or invited guests. This enterprise collaboration software has been made...

BCKS Site Links

- BCKS Internal Use Only Site
- BCKS External Collaboration Site
- CACNET Internal Worksite
- MySite
- Add new link

BCKS OneStop Leader's Message Options | Edit

BCKS Director

This page is designed to allow BCKS employees to get to everything they need on a single page. Please provide feedback to Lee Finch

> Go To the Directors Forum

BCKS Campaign Plan Options | Edit

- Base Plan
- POC for the plan is Mike Doyle
- Annex A
- Annexes B through E

BCKS Common OneStop Links Options | Edit

- *NEW* Request Training Room Away from Schofield Hall
- *NEW* Request use of Training Rooms 627-3A & 627-3B
- *NEW* Request use of Training Rooms 627-5A & 627-5B
- BCKS Forums Index
- BCKS Help & Tips
- BCKS Home Page
- BCKS Hot Links
- BCKS KM Training Page
- BCKS Monthly Home Page Activity Chart
- BCKS Search Engine
- BCKS Warrior Knowledge Base
- BCKS Weekly Site Activity Chart
- Current Weather Conditions
- How to Use the OneStop Page
- A description of the channels on this page and how to use them
- Introduction to AKO
- Learn how to save web pages and files to YOUR favorites. Read pages 12 and 13.
- KM Conferences Project

BCKS Internal Training Links Options | Edit

- SharePoint Training TLO 1 Module 1
- SharePoint Training TLO 1 Module 2
- SharePoint Training TLO 1 Module 3
- SharePoint Training TLO 1 Module 4
- TRADOC SharePoint Calendar Exam
- TRADOC SharePoint Workspace Exam

BCKS OneStop Knowledge Center Options | Edit

BCKS OneStopCommon > View this KC in AKO Files Your Access: Administrator

Back Add File New New Version Delete Lock

Name	Size	Owner	Modified
Archives	12 files	freder...	05/30/07 15:16

Done Internet



Community Sites

Definition

A **Community Site**—also known as a Community of Practice or Community of Interest—allows a large group of people to share information about a shared interest. Community Sites are typically open to all AKO members, but users who opt to join the Community Site will receive more information than the casual user.



Organizational Sites

Definition

An **Organizational Site** is an official area for Army organizations to publicize projects and goals, and to share valuable information with the AKO community.

Organizational Sites typically feature information about an organization's leadership and mission, announcements, and links (to external sites, documents, forums, and other AKO pages). This site will appear in the hierarchy under Organizational Sites on the Site Map page.



Create a Site

When you are ready to begin creating your Organizational Site, click on Create a Site in the welcome bar.

Note:
You will need to be an administrator of the community under which you plan to place your new Organizational Site.

You can either have a current administrator make you an administrator as well, or you can have a current administrator create the site for you and give you permission to add all the content.

Keep reading to find out more...

Welcome, Ako Trainer | **Create a Site** | My Account | Help | Logout



What Would You Like to Create?

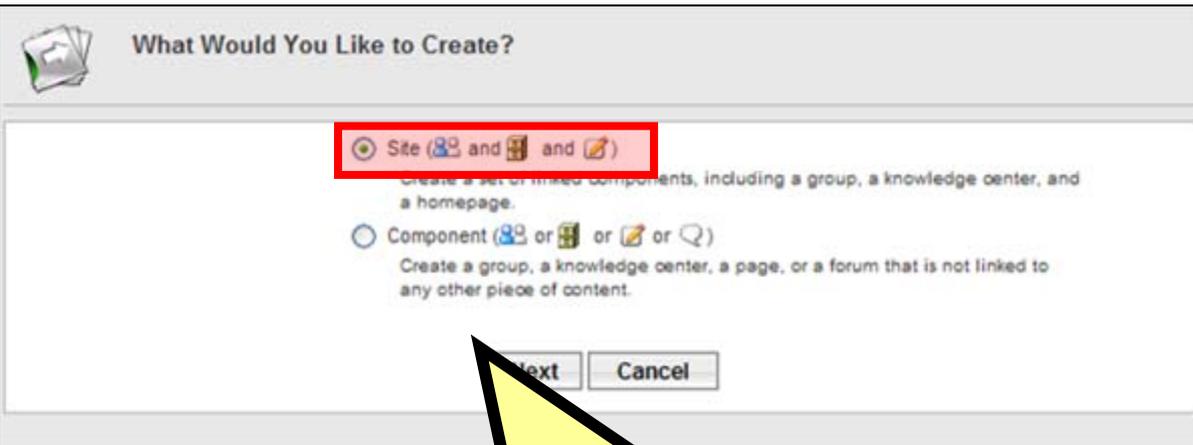
Site (👤 and 📁 and 📄)
Create a set of linked components, including a group, a knowledge center, and a homepage.

Component (👤 or 📁 or 📄 or 🗨️)
Create a group, a knowledge center, a page, or a forum that is not linked to any other piece of content.

Next Cancel



Site vs Component



Rather than creating all the components of your site individually, choose to create a Site and all the pieces will be created and associated with each other automatically.

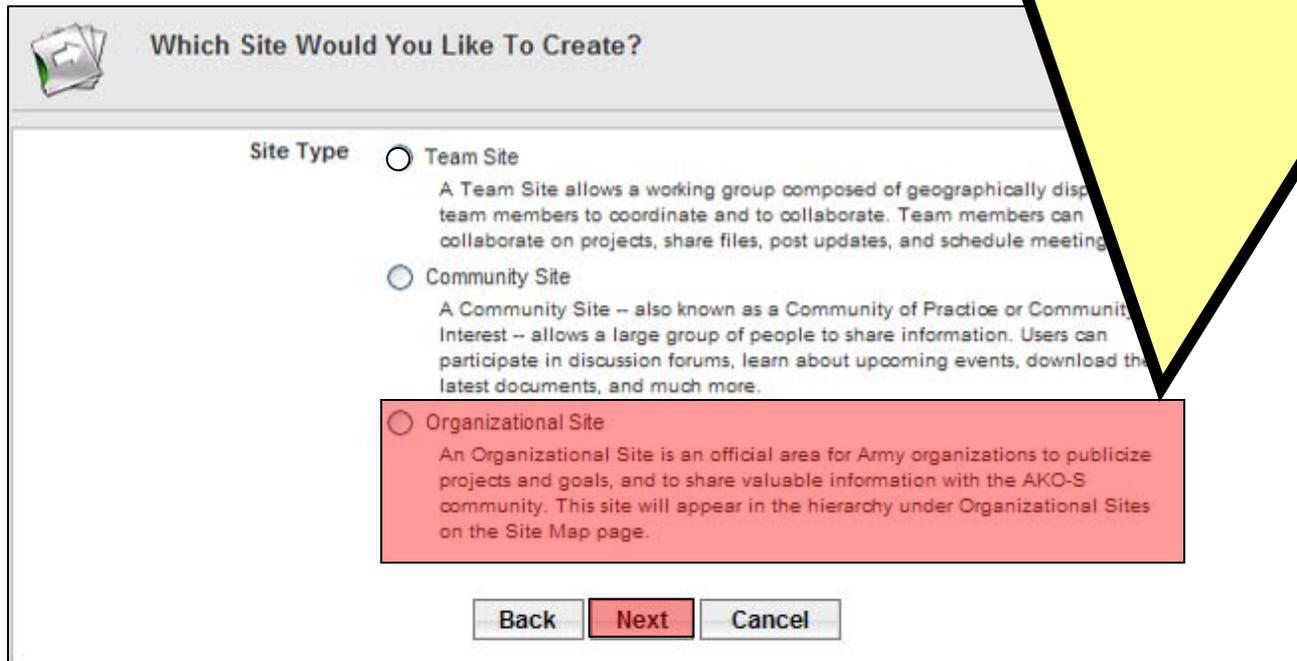
These pieces include:

- Group- to be used as an access list and/or membership list
- Homepage- to push out content to your users, such as links, images, text, etc.
- Knowledge Center- for storing all types of files such as Word documents, Excel spreadsheets, and PowerPoint presentations.



Type of Site

This guide will walk through the creation of an Organizational Site. If you are not an official Army Organization, this guide will still be useful for creating a Team or Community Site, simply ignore the requirement for a "Parent" organization under which to place your new site.



 Which Site Would You Like To Create?

Site Type

- Team Site
A Team Site allows a working group composed of geographically dispersed team members to coordinate and to collaborate. Team members can collaborate on projects, share files, post updates, and schedule meetings.
- Community Site
A Community Site – also known as a Community of Practice or Community of Interest – allows a large group of people to share information. Users can participate in discussion forums, learn about upcoming events, download the latest documents, and much more.
- Organizational Site
An Organizational Site is an official area for Army organizations to publicize projects and goals, and to share valuable information with the AKO-S community. This site will appear in the hierarchy under Organizational Sites on the Site Map page.



Type of Site

If your group falls within the official Army hierarchy, you'll want to create an Organizational Site.

Locate your parent organization by going to the Site Map tab at the top of the page and looking in Army Organizations. Once you create your Organizational Site, it will fall under this same hierarchy.

Which Site Would You Like to Create?

Site Type

Team Site
A Team Site allows a working group composed of geographically dispersed team members to coordinate and to collaborate. Team members can collaborate on projects, share files, post updates, and schedule meetings.

Community Site
A Community Site -- also known as a Community of Practice or Community of Interest -- allows a large group of people to share information. Users can participate in discussion forums, learn about upcoming events, download the latest documents, and much more.

Organizational Site
An Organizational Site is an official area for Army organizations to publicize projects and goals, and to share valuable information with the AKO-S community. This site will appear in the hierarchy under Organizational Sites on the Site Map page.



Organizational Site Wizard

Home My Workspace Site Map | Favorites ▾ Quick Links ▾ Self Service ▾ Search... AKO Public ▾ Search

Organizational Site Wizard

This wizard will guide you through the steps of creating a new Organizational Site

**Introduction**

- 1. Introduction**
2. Site Properties
3. Administrators
4. Group Members
5. Group Management
6. Site Discoverability
7. AKO Files
8. Confirmation

Overview

Using the Organizational Site wizard, you will create a site that will provide information concerning the descriptions, goals, and occurrences of your organization. This site will appear in the hierarchy under Organizational Sites on the Site Map page.

Create an Organizational Site

- Name and describe (required) your Organizational Site and add to favorites (optional)
- Determine how people access your site: discoverability, registration, and membership list
- Add members and administrators
- Select an existing knowledge center or create a new one and indicate its access settings
- Your Organizational Site will be created and will include a group(), a knowledge center(), and a homepage()

⚠ Security Alert

Warning: The unrestricted setting on pages and channels and the auto-approve setting on knowledge centers enables all AKO users, including foreign representatives, to access your information. Please ensure that your security settings limit access to those who need to know; review [AKO Security At A Glance](#) for more information.

The Organizational Site Wizard will walk you step by step through the creation of all the components of your site.

This first screen is an overview of what you are about to create.

After completing each step of the Wizard, click Next.



Name the Site

Home My Workspace Site Map | Favorites ▾ Quick Links ▾ Self Service ▾ Search... AKO Public ▾ Search

Organizational Site Wizard

This wizard will guide you through the steps of creating a new Organizational Site

Site Properties

- 1. Introduction
- 2. Site Properties**
- 3. Administrators
 - Group Members
 - Group Management
 - Site Discoverability
 - PDF Files
 - Confirmation

* Site Name: BCKS AKO Training
Site Name must be between 4 and 70 characters

* Description: BCKS AKO Training (BAT)
23 of 1000 characters

Add to My Favorites
If this box is checked, the new site will automatically be added to your Favorites menu.

Back Next Cancel

*Required

Step 2:

Name the Site.

Provide a Description.

AKO's search looks through both the site name and the description, so make sure they truly are descriptive.

Decide if you would like a link to the site's homepage added to your Favorites dropdown menu in the green menu bar.

Adding Administrators

Home My Workspace Site Map | Favorites ▾ Quick Links ▾ Self Service ▾ Search... AKO Public ▾ Search

Organizational Site Wizard
This wizard will guide you through the steps of creating a new Organizational Site

 **Administrators**

1. Introduction
2. Site Properties
3. Administrators
4. Group Members
5. Group Management
6. Site Discoverability
7. AKO Files
8. Confirmation

Adding administrators is optional. If you would like to add administrators after your site is created, select 'Group Management' on the toolbar. The toolbar is displayed during the edit page function after the draft page is saved. You will automatically be added as an administrator.

[+ Add Administrators](#)

Administrators	
No administrators have been selected.	

Step 3:

If you are creating this site for other users and plan to give them full control of the site, add their names to the list of administrators. It is also recommended that all administrators have at least one other person designated as an administrator. Add your back-up administrator here.



Adding Group Members

The screenshot shows the 'Organizational Site Wizard' interface. At the top, there is a navigation bar with 'Home', 'My Workspace', 'Site Map', 'Favorites', 'Quick Links', and 'Self Service'. A search bar is on the right with 'AKO Public' selected. Below the navigation bar, the title 'Organizational Site Wizard' is followed by the instruction: 'This wizard will guide you through the steps of creating a new Organizational Site'. The main content area is titled 'Group Members' and contains a list of steps on the left: 1. Introduction, 2. Site Properties, 3. Administrators, 4. Group Members (highlighted in orange), 5. Group Management, 6. Site Discoverability, 7. AKO Files, and 8. Confirmation. The main text area explains that AKO groups can be used as contact lists and to control access to files and pages. It states that members of the group will be able to view the page and will be given authorship privileges in the Knowledge Center. It also notes that if you want to add members after the site is created, you should select 'Group Management' from the toolbar. Below the text is an 'Add Members' button and a table with the header 'Members'. The table is currently empty, and the text below it says 'No group members have been selected.' At the bottom of the wizard are 'Back', 'Next', and 'Cancel' buttons.

Step 4:
You can add Users and
other Groups as
members of your
group in this step.

IMPORTANT: In order to add a group as a member of another group, you must be an administrator of both groups. Users added here will be able to view the page and will have authorship privileges in the Knowledge Center you create later.



Group Properties

Home My Workspace Site Map | Favorites ▾ Quick Links ▾ Self Service ▾ Search... AKO Public ▾ Search

Organizational Site Wizard

This wizard will guide you through the steps of creating a new Organizational Site

Group Management

1. Introduction
2. Site Properties
3. Administrators
4. Group Members
5. Group Management
6. Site Discoverability
7. AKO Files
8. Confirmation

*** Group Discoverability**

Restricted
Only members know of this site's existence.

Unrestricted
The AKO Public can know of this site's existence.

*** Group Registration**

By Approval
Users can register but must be approved by an administrator.

Closed
Administrators must select all members.

*** Group Membership List**

Show
Members can view each other.

Hide
Only administrators can view the members.

*** Parent Group**

Select a Group... 

*Required

Step 5:
Set the properties of the group. Use the options shown to make all content of your site viewable.

Note: With these settings, you can still set the members of the group and restrict parts of the site to

IMPORTANT: Use the Browse button to set the Parent of the new site to the parent community you found in the Site Map. You will need to be an administrator of the parent in order to see it in the browse search.

Select Parent from Eligible Groups

Choose a Parent Group

Eligible Parent Groups

Group Name	Action
1 BCT FRAGOS	Select
1-504 PIR Scout Platoon	Select
101st Chemical	Select
10th AVN BDE	Select
10th Combat Aviation Brigad...	Select
10th MTN DIV	Select
10th MTN Division AMD	Select
116th ROC (ASG)	Select

Remove

OK Cancel

Find your parent group and then "Select" it.
You can page through all the eligible groups.
Your list may be long, depending on how many sites you administer.



Parent Selected

Group Management

1. Introduction
2. Site Properties
3. Administrators
4. Group Members
5. Group Management
6. Site Discoverability
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*** Group Discoverability**

Restricted
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The AKO Public can know of this site's existence.

*** Group Registration**

By Approval
Users can register but must be approved by an administrator.

Closed
Administrators must select all members.

*** Group Membership List**

Show
Members can view each other.

Hide
Only administrators can view the members.

*** Parent Group** 

*Required

When your parent is selected, it will show in the "Parent Group" box.

Select "Next" to continue.



Site Discoverability

Home My Workspace Site Map | Favorites ▾ Quick Links ▾ Self Service ▾ Search... AKO Public ▾ Search

Organizational Site Wizard

This wizard will guide you through the steps of creating a new Organizational Site

Site Discoverability

1. Introduction
2. Site Properties
3. Administrators
4. Group Members
5. Group Management
6. Site Discoverability
7. AKO Files
8. Confirmation

The users and groups you add in this step will be able to see your site but will not be added as members of your group. They will also be given read privileges in the Knowledge Center you will either create or select in the next step.

To make your site available to all AKO users select Unrestricted or add all Account Types below.

AKO Best Practice: Only Share Information with People who Need to Know

 CAC Alert! Choose "DoD Groups (CAC)" to limit access to your page to members of those groups who have logged in with a CAC.

Unrestricted
All portal users will be allowed to view this page and find it with AKO search.

Restricted
Only the users and groups specified below will be allowed to view this page and find it with AKO search.

If you would like to change the discoverability settings of your site after it is created, select "Discoverability" from the Option menu.

Name

Use the above buttons to add member users and groups.

Step 6:

Set the Discoverability of the page here. While users and groups you add here will be able to view the page, they won't be added as members of your group.



AKO Files

Step 7:

Either create a new Knowledge Center or pick an already existing one for storing the files for your site. Additional KCs may be created later. If creating a new one, set the properties of the Knowledge Center. Use the options shown to make all users able to read (not necessarily author) your files for the basic content you are making available to all AKO users.

IMPORTANT: Create a new community where your new KC will sit. Choose the same parent you chose for your group to sit under. You will need to be an administrator of this community in the files area in order to see it in the drop down.



AKO Files

1. Introduction
2. Site Properties
3. Administrators
4. Group Members
5. Group Management
6. Site Discoverability
7. AKO Files
8. Confirmation

*** Knowledge Center Type**

New
Create a new knowledge center.

Existing
Select an existing knowledge center.

*** KC Discoverability**

Restricted
The knowledge center will not be returned in user searches.

Unrestricted
The knowledge center will be returned in user searches.

*** KC Registration**

Open
Anyone can register for the knowledge center.

By Approval
Users can request membership but must be approved by an administrator.

Closed
Administrators must select all members.

*** KC Pending Approval**

Required
Changes made to the knowledge center, including uploading documents, require approval by an administrator.

Not Required
Changes made to the knowledge center do not require approval.

Community

Personal & Teams
Create your knowledge center in your Personal & Teams file area.

Existing Community
Create your knowledge center in an existing community.

New Community
Create your knowledge center in a new community.

Select a Community...

Add to Related Content
List this community under 'Related Content' and use it in 'Search This Site'

*Required



Confirmation



Confirmation

Please verify that all information is correct. Click 'Back' to return to previous screens. Click 'Submit' to create your site on AKO. Once you have clicked 'Submit', you will not be able to return to the wizard. Click 'Cancel' to exit the wizard without creating a site on AKO.

1. Introduction
2. Site Properties
3. Administrators
4. Group Members
5. Group Management
6. Site Discoverability
7. AKO Files
8. Confirmation

* Site Name	BCKS AKO Training
* Description	BCKS AKO Training (BAT)
	Add to My Favorites
* Group Discoverability	Unrestricted
* Group Registration	Closed
* Group Membership List	Hide
* Parent Group	"BCKS"
* Knowledge Center Type	New
* KC Discoverability	Restricted
* KC Registration	Closed
* KC Pending Approval	Not Required
Community	New Community
	"BCKS"
	Add to Related Content

*Required

Step 8: Confirm that the information above is how you would like your new site to be set up and then click Submit. If you must make corrections, select "Back" until you get to the point to make the correction, then forward again.



Receipt

Congratulations!

You have completed the setup of your site. Now it's time to start adding content!

You can begin by clicking to edit the page.

Note that all the links on this page, that direct you to the separate components you created, will be emailed to you.



Organizational Site Wizard Complete

Congratulations! You have successfully created an Organizational Site.

Organizational Site	BCKS AKO Training
Group Name	BCKS AKO Training
Group Profile	https://www.us.army.mil/suite/group/84207
Homepage	BCKS AKO Training Home
Homepage Shortcut	https://www.us.army.mil/suite/page/557156
Knowledge Center Shortcut	https://www.us.army.mil/suite/kc/11606901

Conclusion This receipt confirms the successful creation of a new Organizational Site and signifies the conclusion of the wizard. To continue configuring your site, please click the "Edit Page" button.

Additional components (pages, groups, knowledge centers, or forums) may be added to your site by clicking on "Create a Site," which is located in the header of the portal.

You can add or edit content for your site as well as access group management tools by using the toolbar at the top of your homepage.

[Click here](#) for a quick overview of page administration.

[Click here](#) for a quick overview of group management.

Click "Edit Page" to begin adding content to your site.

[Edit Page](#)

A copy of your receipt has been emailed to frederick.finch@us.army.mil. Please save it for your records.



Edit the Page

Home My Workspace Site Map | Favorites ▾ Quick Links ▾ Self Service ▾ Search... AKO Public ▾ Search

BCKS AKO Training Home: Edit this Page
This page is a draft. Changes will not be published until you save and publish.

Create a New Channel on this Page Add a Shared Channel to this Page Save Draft Save & Publish Delete Draft

Welcome to BCKS AKO Training Options [+][x]

Arial small [font color icon]

B I U [link] [img] [table] [list] [indent] [outdent] [undo] [redo]

BCKS AKO Training Leader's Message Options [+][x]
No messages found.

BCKS AKO Training Knowledge Center Options [+][x]

BCKS AKO Training Files » View this KC in AKO Files Your Access: Administrator

Back	Add a File	New	New Version	Delete	Lock
Name	Size	Creator	Date/Time		
Files	0 file(s)	frederick.finch	2008-18:14		

BCKS AKO Training Announcements Options [+][x]
No messages found. Current < Previous | Next > Archived

BCKS AKO Training Links Options [+][x]
Initialize Channel

Channel Type: Links Channel My Links Channel

Save

User Comments Options [+][x]
Create Feedback Channel - Feedback Information

Feedback Instructions: Include any feedback instructions here

This is your group's homepage. The different squares of information are called channels. Configure the channels with your site's content. Add new channels, move channels around, and delete channels. Once you are ready to make the page available to your users, click on Save and Publish. Note that at any time, you can edit and update the contents of your page.

Notice the display of the KC you created in the Wizard.



Manage the Group

Home My Workspace Site Map | Favorites Quick Links Self Service Search... AKO Public Search

BCKS AKO Training Home (Related Content)

AKO Home > ACOM > TRADOC > Commands and Centers > Combined Arms Center > BCKS > BCKS AKO Training > BCKS AKO Training Home

Welcome to BCKS AKO Training

Arial small [Rich Text Editor]

Options

- Assign Roles
- Brand Site
- Create Related Page
- Discoverability
- Edit Page
- Group Management**
- Page Properties
- Page Statistics
- Send AKO Link

Delete Cancel Save to Draft Publish

BCKS AKO Training Leader's Message
No messages found.

BCKS AKO Training Knowledge Center

BCKS AKO Training Files » View this KC in AKO Files Your Access: Administrator

Back Add a File New New Version Delete Lock

Name	Size	Creator	Date/Time
Files	0 file(s)	frederick.finch	23 Jun 2008 18:14

User Comments

Create Feedback Channel - Feedback Information

Feedback Instructions:

38 of 12500 characters

Options

BCKS AKO Training Announcements
No messages found.

BCKS AKO Training Links

Initialize Channel

Channel Type:

Manage the properties of the group (add administrators and members) by clicking on the Page Administration drop down and selecting **Group Management**. You can also get to the group's properties by clicking on **Groups** in the upper toolbar.



Group Security Features: Administration

Go to the Homepage for the Group (or create a Homepage)

Add or Remove Members, Member Groups, and Administrators

Link the Group to a Files Community in AKO Files

Export the Group to Instant Messenger

The Creator of the Group is automatically an Administrator and any Administrator may:

Email Members of the Group

Rename the Group and change the Group description

Change the Parent of the Group

The screenshot shows the 'Group Properties' page for a group named 'Section - Unit - Parent Organization'. The page has tabs for 'Properties', 'Member Users (7)', 'Member Groups (1)', and 'Administrators'. Below the tabs are several action buttons: 'Homepage', 'Export Group to IM', 'Email Members', 'Link Community', 'Delete', and 'Add to Favorites'. The main content area displays the group's name, description, and other settings. A yellow oval highlights the text: 'The Creator of the Group is automatically an Administrator and any Administrator may:'. A green oval highlights the 'Email Members of the Group' button. Other green ovals highlight the 'Link Community' button and the 'Update Group' button at the bottom right.



Group Security Features: Administration

AKO Training Team Documentation Collaboration

Properties | **Member Users (3)** | Member Groups (0) | Administrators

+ Add Members + Add Multiple Members ✗ Remove 🔍 Search for Members

<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	ako.community	Community, AKO
<input type="checkbox"/>	ako.community1	Community, AKO
<input type="checkbox"/>	ako.trainer	

AKO Training Team Documentation Collaboration

Properties | Member Users (7) | **Member Groups (2)** | Administrators

+ Add Member Groups ✗ Remove

<input type="checkbox"/>	Group Name
<input type="checkbox"/>	AKO Trainer Team Group (Profile)
<input type="checkbox"/>	AKO Training (Profile)

After the Group is created, the Creator may add additional Members and Administrators to the Group

AKO Training Team Documentation Collaboration

Properties | Member Users (7) | Member Groups (2) | **Administrators**

+ Add Administrators + Add Administrator Groups ✗ Remove

<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	ako.community	Community, AKO
<input type="checkbox"/>	ako.community1	Community, AKO
<input type="checkbox"/>	ako.trainer	Trainer, Ako
<input type="checkbox"/>	AKO Trainer Team Group (Profile)	



The Site Homepage: Introduction to Channels

- Your new homepage is created with several *channels* already on the page.
- You can add as many other channels as you like, and you can delete any of the pre-created channels that you don't want to use.
- A full list of the channels available may be found in the [AKO Channel Guide](#) at the top of the page you choose to edit.



What are Channels?

- **Channels are ...** containers for information
- **Channels reside ...** on pages
- **Channels are ...** also known as “web parts” or “portlets”



What do channels do for me?

➤ **Channels can help you to:**

1. **organize** the members of your team and community and foster communication
2. **push information** to your community
3. **gather feedback** from your community
4. facilitate online **collaboration** within your community



Conclusion: Using Channels

Effective use of channels on your Page helps you:

- Organize members of your community, team, or organization
- Push relevant and important information out to your group members
- Gather feedback from users
- Facilitate feedback among members
- Move external sites **Inside AKO**

...and most importantly

- Save money and time – use AKO's pre-formatted toolset.
- Make your users more efficient by providing them the information they need – anytime, anywhere.



Congratulations!
You have created a site.



Summary

In this part you have learned how to create an AKO Organizational site and begin managing the content on it.

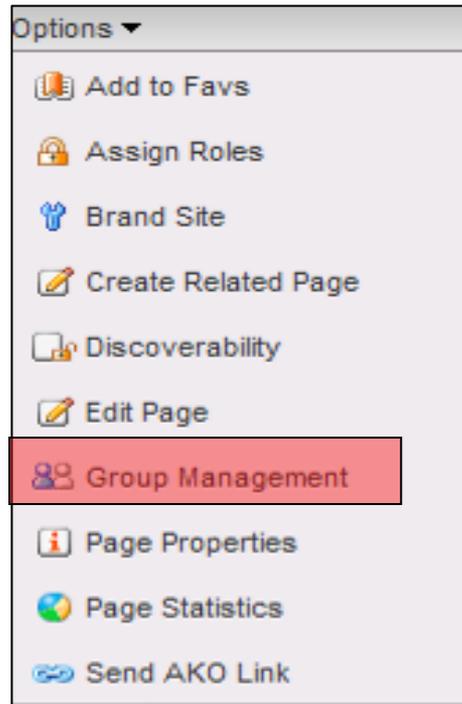
Let's look at a few extra notes about Maintaining your site and site "Extras."



Maintaining Site - Group

➤ Group

- Group Management – only available to administrators.
 - Modify the properties, members, and administrators of your group.
 - Email the members of your group.



Maintaining Site - Page

➤ Page

- Send Link to tell others about your page 
- Edit Page to add, move, and remove channels 
- Assign Roles to control who can modify the page 
- Discoverability to control who can see the page 

Note: that you can use groups or individual users when sending links, assigning roles, and setting the discoverability.

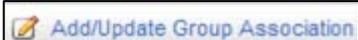
Note: that Assign Roles and Discoverability are available at the channel level in addition to the page level. Click on the Options button on the channel you would like to set these access levels on.



Site Extras

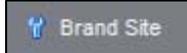
➤ Adding Components

- Pages

- Create Related Page - will be associated with the same Group 
- Set Page as Homepage for Group  (from Edit Page -> Page Properties)
- Add or Update the Group associated with the Page  (from Edit Page -> Page Properties)
- Remove Page association from the Group  (from Edit Page -> Page Properties)

- Subgroups- list the first group as the Parent of the new group in the Create Content Wizard

➤ Customizations and Enhancements

- Link AKO Files Community (from Group Detail) 
- Branding – logo & colors (from Homepage) 



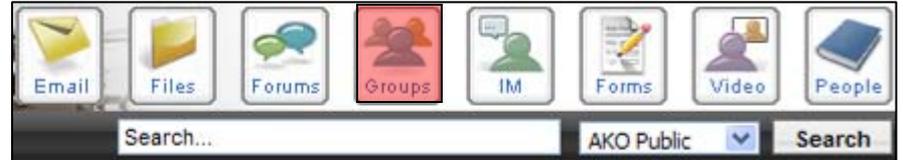
Site Extras

➤ Navigation

➤ Site Map

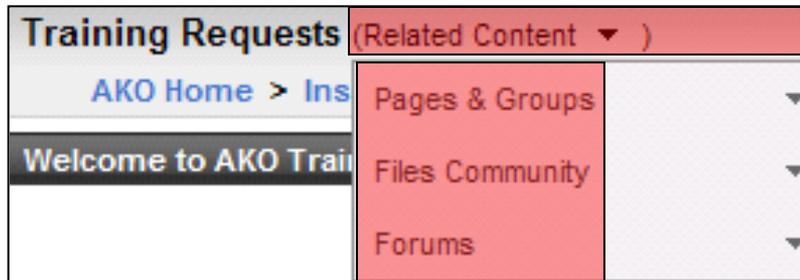


➤ Groups Homepage



➤ Context Search

➤ Content Directory (View Related Content)



Navigation: Site Map



Welcome to the Site Map!

Use the Site Map to search for or browse through pages for organizations (Organizational Sites), pages that focus on a topic of interest (Community Sites), and homepages for working groups (Team Sites).

Search Sites

Select a site type and enter a keyword to search different sites.

Name of Site

Type of Site

- All Types
- Organizational
- Community
- Team

Browse Sites

Click on the tab that matches the type of site you would like to browse.

Organizational Sites	Community Sites	Team Sites
-----------------------------	-----------------	------------

- Army Organizations**
- Army Organizations
- Components
- MACOMS
- Special Staff/FOA
- Army Command
- Army Service Component Command
- Direct Reporting Unit
- DoD Organizations

Featured Sites

If your site is open to all AKO users and you would like for us to feature it here, please click on "Send Feedback" from within the "Options" dropdown above, select "Page Administrators," and include the name and a brief description of your site in the text area.

Featured Sites

Options

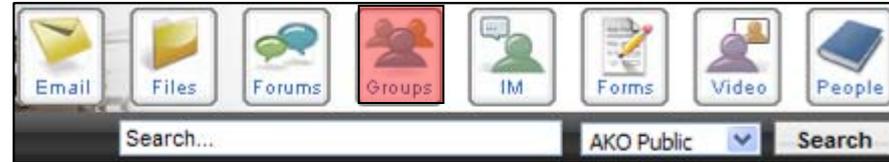
New: Site Map Restructure

DP 58 and AR 10-87 realign the current Army Major Army Command (MACOM) structure and rename some agencies. The AKO Site Map will be restructured to match the new structure beginning in February. Note that existing links to these sites will not be changed, there will simply be a restructuring of the Site Map listing. For more information, please see the [Proposed Mapping document](#).

- The [Department of the Army Intelligence Information Services \(DA-IIS\)](#) has roadmapped the Internet by country. Each Internet Country Page contains government, commercial, organizational, media, news, educational, social, economical, communications, transportation, travel, military, and history links.
- The purpose of the [Digitization Projects Group](#) is to provide a cooperative and educational forum for anyone involved in or thinking of beginning a digitization project. The page includes a survey, online resources and documents, news and a discussion forum.
- The [Army Open Source Program Homepage](#) is the place for Army Open Source managers and users to share information about Open Source Information (OSIF) and Open Source Intelligence (OSINT).



Navigation: Groups Homepage



Groups Home

[View Group Types](#)



Welcome to AKO Groups

AKO Groups allow you to create a list of AKO users so that you can easily publish information to them. For example, you can create a group for your unit or family readiness group, create a homepage for your new group, and send your group an email whenever you post new information.

Groups In Favorites	Groups I Created	Groups I Administer	Groups I Am In
---------------------	------------------	---------------------	----------------

Group Name

Your Favorites list is empty

Search for a Group

Enter at least three consecutive letters in the Group's name.

Name

Find

Create

What would you like to create?

- Site
Create a group, a homepage, and a knowledge center for you to store files. A site can be used for official or unofficial collaboration.
- Group
Create a group that you can use as a contact list or an access control list for your files or pages.

Next



US ARMY COMBINED ARMS CENTER

Navigation: Context Search

Search... AKO Public Search

AKO Public
AKO Public
My Favorites
People
This Site

AKO Recommends

FKN Home
Fires Knowledge Network (FKN) homepage
<https://www.us.army.mil/suite/page/130700>

Field Artillery Branch (13) Opportunities
Field Artillery Branch (13) Opportunities
<https://www.us.army.mil/suite/page/391371>

You've searched the site for content associated with "FKN." Click [here](#) to go to this site's homepage.

To search content in your favorites, click [here](#).
To search all of AKO's unrestricted information, click [here](#).

Field Artillery Captains Career Course
Field Artillery Captains Career Course. Field Artillery Captains Career Course .
<https://www.us.army.mil/suite/kc/8539107> | Creator: daniel.huffmaster | Date Last Modified: 2007/08/28 | Field Artillery

Air Defense Artillery
Air Defense Artillery. Air Defense Artillery.
<https://www.us.army.mil/suite/kc/5617852> | Creator: john.gradoz | Date Last Modified: 2006/05/24 | FKN

Field Artillery Center
Field Artillery Center
<https://www.us.army.mil/suite/page/134767> | Created By: john.gradoz

Marine Artillery Detachment
Marine Artillery Detachment
<https://www.us.army.mil/suite/page/422140> | Created By: daniel.huffmaster

C-RAM
Fires Center of Excellence and Air Defense Artillery C-Ram
<https://www.us.army.mil/suite/page/459376> | Created By: daniel.huffmaster

BASIC SEARCH

Category: **This Site**

Type Select All

Files
 Folders
 Knowledge Centers
 Sites and Teams
 Pages

You are currently searching the site "FKN."

Click [here](#) to go to this site's homepage

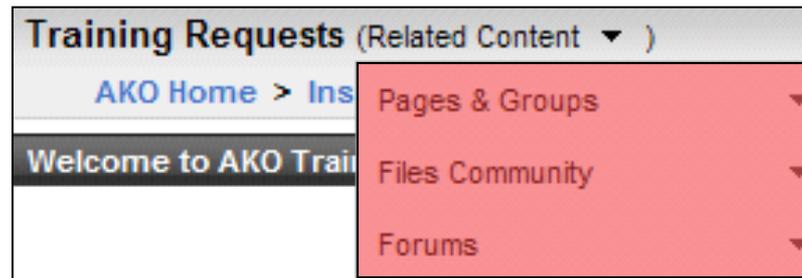
artillery

ADVANCED SEARCH expand



Navigation: View Related Content

- The content directory includes related:
 - **Pages:** All community pages and subgroup homepages
 - **Groups:** All associated groups
 - **Files:** Communities, knowledge centers, and folders that are contained within a linked community
 - **Forums:** All associated forums



Q and A



Still Have Questions

- Contact Lee Finch or Sharon Tobey, BCKS KAT Tm
- BCKS: <https://bcks.army.mil>
- Check out the [AKO Support Homepage](#) with links to Tutorials, FAQs, User Guides, and Help Desk Contact Information
- Review the Inside AKO page (<https://www.us.army.mil/suite/page/1>) with links to the AKO Training Page, Conferences and Workshops Page, and other helpful AKO pages and policies.

Top of Every Page

Welcome, Ako Trainer | Create a Site | My Account | **Help** | Logout

Bottom of Every Page

Inside AKO | **Help** | Terms of Use



US ARMY COMBINED ARMS CENTER